



Central Utah Department of Workforce Services

Workshop Schedule

Workshop	Date	Time	Location
Resume Writing: Designed to help job seekers develop a complete, professional resume, a complete reference list and a cover letter and to assist them in understanding job connection resources available for creating a resume.	December 6, 2010 Available on Demand Available on Demand Available on Demand Available on Demand	9:00—12:00 noon Contact EC Contact EC Contact EC Contact EC	Richfield EC Manti EC Delta EC Junction EC Loa EC
Repackaging Your Skills: Designed to help job seekers identify transferable skills and effectively demonstrate those skills to employers in their job search.	Available on Demand November 10, 2010 Available on Demand Available on Demand Available on Demand	Contact EC 10:00—1:00 pm Contact EC Contact EC Contact EC	Richfield EC Manti EC Delta EC Junction EC Loa EC
Job Search With Technology: Learn tools & tips to navigate a successful online job search, including use of electronic job boards, online applications, & sending/posting resumes. (Basic computer skills required).	November 29, 2010 December 8, 2010 Available on Demand Available on Demand Available on Demand	9:00—12:00 noon 10:00—1:00 pm Contact EC Contact EC Contact EC	Richfield EC Manti EC Delta EC Junction EC Loa EC
Interview Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness. Customers must pre-register and arrive on time.	Available on Demand December 29, 2010 Available on Demand Available on Demand Available on Demand	9:00—12:00 noon 10:00—1:00 pm Contact EC Contact EC Contact EC	Richfield EC Manti EC Delta EC Junction EC Loa EC

All Local Employment Centers will offer C.O.P.E./Assertive Communication workshop on Demand. This dynamic workshop will help you to communicate, organize, problem solve, and enhance your self-esteem. Learn how choice, change, control and relationships impact your personal and professional life.

Call Local Employment Center for additional information

Richfield Employment Center	1-435-893-0004
Manti Employment Center	1-435-835-0734
Nephi Employment Center	1-435-623-1927
Delta Employment Center	1-435-864-3860
Junction Employment Center	1-435-577-2443
Loa Employment Center	1-435-836-2406

DECEMBER 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	